

**MINUTES  
SPECIAL MAYOR'S SAFETY COMMITTEE MEETING  
February 21, 2014**

The regular meeting was called to order at 9:08 a.m.

In attendance were:

	<u>MANAGEMENT</u>	<u>LABOR</u>
Fire Department	Absent	Absent
Parks & Recreation	Absent	James Sweeney
Police Department	Absent	Absent
Public Works	Bill Russo, Director	Jim D'Antonlo
Water & Sewer	Robert Young	Mike Trevisan Patrick White

**Other Attendees:** Lou Carta, Community Health Educator

**OLD BUSINESS**

**Minutes**

The Minutes of the regular meeting of December 20, 2013 were reviewed and approved.

**Continued Discussion Regarding City Hall Security**

Director of Public Works, Bill Russo, advised that efforts are underway to have running surveillance of the main entrance where the handicap door is. This image will be displayed on the monitor located in the Foyer. Director Russo reiterated the importance of refresher training for employees who handle money and also making sure new employees receive this training. The City's Police Department can facilitate this training upon request. Consideration of panic buttons is ongoing. Committee also engaged in discussion regarding building security measures at Water & Sewer Headquarters.

**OSHA Required PPE Hazard Assessment Program (Status Report)**

This project is still pending. John Gamble, PMA Risk Control Consultant, is conducting the work on this project. After several meetings with department management, the written program is finalized and John is ready to deliver the training to all applicable personnel. Training dates to be scheduled.

**Automated External Defibrillator (AED) – Dr. Joseph Havlicek, Director of Health (Status Report)**

No further update was available. Item tabled until next meeting.

**NEW BUSINESS**

**Workers' Compensation Injuries and Motor Vehicle Accidents**

A discussion and review of all Workers' Compensation injuries and motor vehicle accidents for the period 11/01/13 – 01/31/14 took place.

**Training Update and/or Request**

*Police Defensive Driver Training* – to be scheduled. Pending item.

*Back safety/Chainsaw training.* Chairperson Warner would like to work with H.D. Segur to plan a training session for the Public Works Department as well as other labor intensive departments.

*Forklift Training.* Training has been scheduled for the Water & Sewer employees. 2 sessions will take place: March 12, 2014 & March 19, 2014. Public Works is due this year (dates to be determined). Public Works is in the process of purchasing a new forklift so the plan would be to hold off on training until purchase is complete then train on the new equipment.

*Annual Confined Space Entry.* Training dates are being planned for April, 2014.

*GHS/Bloodborne Training.* One final makeup session has been scheduled for March 26, 2014 at the Middletown Police Department Community Room.

### **Safety Handouts**

The following SafetyToolBoxTalks were distributed to committee members:

- Electrical Safety for Construction Sites
- What is a Confined Space?
- Hard Hat 101

### **Adjournment:**

The meeting was adjourned at 9:45 a.m.



Dawn M. Warner, Chairperson/Risk Manager

/dmw

cc : Mayor Daniel T. Drew  
Kathleen Morey, Director of Human Resources  
Brig Smith, General Counsel  
Unions: Anthony Gennaro, Police; Salvatore D'Aquila, Fire; Christine Bourne, Local 466; James D'Antonio, Chapter 466A; Dawn Frame, Chapter 466B; Sylvia Morello, Chapter 466C; and Wayne Bartolotta, Teamsters  
Safety Committee Members  
Luc Pentz, H.D. H.D. Segur  
Mark Wantroba, H. D. Segur  
Joey Barbera, CIRMA  
John Gamble, PMA Group